



Logistics Technician

Department: Countywide

Class Code: 1218

EEO Code: 28

FLSA: N

Effective: 01/01/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of routine difficulty in ordering, receiving, storing, and delivering supplies and materials; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Reviews and fills requisitions for materials and supplies from inventory and outside vendors and delivers to end users; prepares restocking orders when supplies reach restocking levels; receives, verifies and restocks items in inventory as they are received from vendors; maintains computerized and manual records on inventoried items; picks up items from divisions and stations that need repair or service and deliver to appropriate vendor; follows up with vendors on repair items that are outstanding; maintains accurate records and proper storage of salvaged equipment for sale or disposal; makes recommendation on equipment to salvage; assists in supervising fire hydrant maintenance program; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of storekeeping principles and practices; of inventory control procedures; of warehouse safety practices; of purchasing and requisitioning procedures; of hazardous communication requirements.

Basic computer skills; working skill in posting records accurately and in inventory maintenance and control; in performing mathematic computations; in inspecting materials and equipment for compliance with specifications.

Ability to lift materials and supplies weighing up to 75 pounds; to operate hand trucks and forklifts; to bend, reach and stoop; to stand for long periods of time.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and two years of experience in warehouse work; or an equivalent combination of training and experience. Must possess a valid vehicle operators license.

ADDITIONAL REQUIREMENTS:

None.

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| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
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